



# Café Coordinator

Oak Hammock Marsh (near Stonewall, Manitoba)

## The Opportunity

Are you a multitasker able to prepare hot breakfast, lunch specials, fresh baked goods, and do the dishes with a smile? Can you cater meals for in-house meetings, assist in opening and closing a café, and balance the till? If so, this is the job for you!

The award winning Oak Hammock Marsh Interpretive Centre is looking for a Café Coordinator to join our team. In addition to cooking and baking, you enjoy planning menus, promoting special events, conducting inventories and ordering supplies, all while ensuring high quality control and excellent customer service.

## Requirements

- High school diploma with 3-5 years experience managing the day-to-day operations of a café or restaurant; specialized training as a chef or food services manager would be an asset
- Rotating shift work is required, including days, evenings, weekends and holidays
- Level 1 Food Handling Certificate
- Clear criminal and/or child abuse records
- Experience with inventory management
- Demonstrated ability to follow health & safety and nutrition guidelines
- Working knowledge of Microsoft Office programs
- Physical abilities to perform all aspects of the position
- Must have an affinity for the mission of Ducks Unlimited Canada
- Must be eligible to work in Canada

Your professionalism and outgoing personality will make you the ideal candidate for this position, which is based from our national headquarters at Oak Hammock Marsh, near Stonewall, Manitoba.

## Personal Attributes

- Exceptional customer service, organizational and time management skills
- Strong leadership skills to coach & mentor junior staff
- Proactive, innovative, and creative
- Can work independently and in a team-oriented, collaborative environment
- Flexible and adaptive to change
- Strong problem solving skills
- Able to multitask, prioritize & delegate effectively.
- Persuasive, encouraging, and motivating
- Able to thrive in a fast-paced work environment
- Strong interpersonal skills and attention to detail

## How to Apply

If you are qualified and interested in this opportunity, please submit your cover letter (including salary expectations) and resumé for confidential consideration to the attention of:

Carly Bjornsson, HR Generalist  
Ducks Unlimited Canada  
Email: [resumes@ducks.ca](mailto:resumes@ducks.ca)

**Closing Deadline: July 19, 2016 at 4:00 pm (CDT)**

Candidates must quote "Café Coordinator" in the subject line of their application in order to be considered for the position.

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The Oak Hammock Marsh Interpretive Centre mission is to "connect people with wetlands". The Centre strives to foster public awareness and knowledge of the inherent values of wetlands and associated ecosystems; and encourages public support for their conservation through innovative education and outreach programs.

While Oak Hammock Marsh Interpretive Centre would like to thank all applicants, only those considered for an interview will be contacted.